

Volunteer Role: Volunteer Ambassador

Name of Volunteer	
Support Person	
Background	<p>Volunteer Edinburgh’s ambition is that everyone who wants to volunteer has the opportunity to do so, and has an excellent volunteering experience.</p> <p>At the moment we are only reaching a fraction of the people we’d like to, and we need your help to make our voice heard!</p> <p>Volunteer Ambassadors go out into the community to deliver talks and short presentations, and staff stalls at events and fairs.</p>
Role Purpose	<p>Purpose of the role is to assist Volunteer Edinburgh’s communications and reach, and ultimately help more people to volunteer.</p>
Specific Tasks	<ul style="list-style-type: none"> • Delivering talks and presentations to general public and specific audiences in a variety of settings. • Facilitate the ‘Volunteer Quiz’ as part of the “selling process” (full briefing provided by your Volunteer Support Worker) • Staff stalls at community fairs, careers/graduate fairs etc. • To collect stall packs/literature etc. from Volunteer Edinburgh on Leith Walk • Keep records of numbers engaged, talks delivered to and provide post events debrief to VE.
Skills and Qualities Needed	<p>Essential qualities for this role are:</p> <ul style="list-style-type: none"> • An enjoyment of talking to people and engaging the general public. • An understanding of Volunteer Edinburgh’s work, and how to access our services. • Excellent presentation and communications skills. • A clear and friendly manner. • Reliability and good timekeeping. • Enthusiasm for volunteering and the ability to represent Volunteer Edinburgh in a positive effective manner.
Commitment	<p>Ad hoc / variable. “Volunteer Input Request” forms are circulated by email, and you can elect whether or not you wish to volunteer in each instance.</p>

Support and Training	You will be given one to one guidance and support. During this support any relevant training that may be required will be identified and you will be offered suitable training to meet your needs.
What's in it for me	<ul style="list-style-type: none"> • Develop your customer service and communication skills. • Gain an insight into how Volunteer Edinburgh - a successful local charity – works. • Be part of a supportive team. • Get to talk to and meet members of the public, inspire them to volunteer, and help get the message across about volunteering. • Enhance your CV and gain written references after a minimum of 3 months volunteering
Our expectations of our volunteers.	<ul style="list-style-type: none"> • Willingness to abide by Volunteer Edinburgh's Policies • Willingness to use support systems • Co-operation with administrative tasks <i>e.g. filling in expenses forms</i> • Commitment to attend on-going training.
Location of volunteering	Volunteer Edinburgh, 222 Leith Walk, Edinburgh, EH6 5EQ and in the community around Edinburgh.